



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date 12/15/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received NOV 3 1972	Date Completed DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming - Urban Planning Equitable Building Atlanta, Georgia		4. Person to Contact Bob Seago	
		5. Working Title CEIII	6. Tel. No. 656-5368

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1965 - To Date	9. Exact Series Title Link Data File
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10. What is the function of the office in which this record series is created

The function of the Urban Planning Unit is to develop transportation plans and programs for the highway systems of urban areas. (Urban areas are defined as those areas with population of 5,000 or more.) Long and short range plans are developed considering the present highway systems and socio-economic factors. Comprehensive long range plans are developed for urban areas with a population in excess of 50,000 and occasionally for areas with lessor populations. Generally, the transportation plan for an area with a population of less than 50,000 will focus on the current needs of the area.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the creation of a transportation plan for urban areas with a population in excess of 50,000.

Included are EDP printouts and magnetic tapes which classify the streets as to type and assign and forecast the traffic volumes on those streets for a base year and future years. The projections are normally for periods of twenty years.

The file is arranged alphabetically by urban area.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	16	24					
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
Magnetic Tapes	90 Tapes		AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				8	8	8	4

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ [ ]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept Permanently:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ [ ] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] Other selection of a plan then:

Hard Copy:

- 1) Base Year Data: Hold in current files area until obsolete, superseded or no longer needed for reference. Retire to State Archives for permanent retention.
- 2) Existing & Committed Systems: Hold in current files area until obsolete, superseded or no longer needed for reference. Retire to State Archives for permanent retention.
- 3) Selected Plan: Hold in current files area until obsolete, superseded or no longer needed for reference. Then destroy.
- 4) Test Alternatives: Upon selection of a plan, place test alternatives in inactive file, cut off at once. Transfer to Record Center; hold five years; then destroy.

Magnetic Tapes: Hold in current files area until obsolete, superseded or no longer needed for reference. Then erase and reuse.

Attach Samples of the Series

26. Recommendations		<input checked="" type="checkbox"/> [✓] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date 12/15/72
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [✓] Approved	<input type="checkbox"/> [ ] Disapproved	Department of Audits/Designee	Date 12-27-72
	Records	<input checked="" type="checkbox"/> [✓] Approved	<input type="checkbox"/> [ ] Disapproved	Secretary of State/Designee	Date 12-21-72
	Committee	<input checked="" type="checkbox"/> [✓] Approved	<input type="checkbox"/> [ ] Disapproved	Department of Law/Designee	Date 12-27-72

## Link Data File

### Explanation of Yes Answers to Questions 14-23

15. Some of the information in the series is summarized and published in the Transportation Study Report.
20. The series provides input into the EDP Traffic Assignment Analysis.
21. The series is an EDP file.
22. The series is part of the comprehensive planning required by the Federal government for urban areas with populations of 50,000 or greater. This indirectly requires retention of some data.
23. The series is part of a long-range plan covering a twenty year period. The series is continually updated and revised.

Administratively, the base year data and the existing plus committed systems are a source of historical data. The data are used in updating and revising existing systems and in the planning and implementation of new systems.

Rationale: The base year traffic assignment data files and the existing plus committed traffic assignment data files provide historical information which is used in updating existing systems and in the planning and evaluation of new alternate systems and revising the adopted future transportation plan.

At the present time many of the older transportation studies have link data information, describing the street and highway networks, stored on magnetic computer tapes. In the past these tapes have been used to analyze transportation systems on the IBM 7094 Computer. Recently, efforts have been made to convert these data tapes to the newer IBM 360 data formats. The IBM 360 Computer utilizes both magnetic tapes and direct storage files (disk) as input/output devices. Therefore, when the link data is converted to this IBM 360 format, the information may be stored on either disk or magnetic tapes. Until this conversion is completed it will be necessary to retain a hard copy of both the printouts and the link data tapes for the base year network, the existing plus committed network, and the adopted future network for each of the transportation studies.